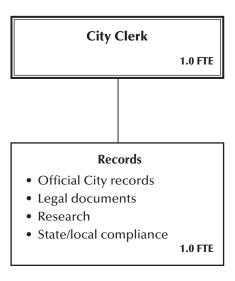
City Clerk's Office

The City Clerk's Office promotes democracy by preserving and researching the city's legislative and electoral history in an accurate and efficient manner.



7/29/06

About the City Clerk's Office

What We Do (Description of Services)

- Maintain and preserve the records of the City Council from 1854 to the present.
- · Publish and codify ordinances.
- Publish public hearing notices and miscellaneous council actions.
- Administer legal documents and follow city and state laws to ensure compliance by the city including: appeals, claims, petitions, summons and statements of economic interest.
- · Perform simple and complex forms of research.
- Act as the Responsible Authority for Data Practices Act requests.
- City contact for records retention schedule.
- Administer the oath of office and maintain custody of the city seal.
- Oversee the election contract and act as the city liaison to the Ramsey County Elections Office.
- Submit council documents to Ramsey County and the State of Minnesota as required.

Statistical Profile

- 1,212 City Council files were processed in 2005, plus approximately an additional 1,000 pages of agendas, minutes and miscellaneous files.
- Approximately 200 ordinances and public hearing notices were published.
- 580 legal documents including summons, claims, appeals and petitions were administered.

2005-2006 Accomplishments

- Maintained productivity while experiencing reductions in staffing levels.
- Successfully moved the office to a smaller space while continuing to serve the public and other city departments.
- Worked with Human Resources to expand the use of our digital imaging system to the Regional Water Utility.
- Expanded our use of the imaging system to begin scanning older documents.
- Worked with Council Research and the Cable Office on the Granicus webcasting and minute maker project.

Key Performance Measures

Performance Objective: Request and maintain statements of economic interest from elected and appointed officials Performance Indicator: State Auditor conducts a yearly audit and includes the results in their annual reports **MEASURES:** 2006 Estimated 2007 Projected 2004 Actual 2005 Actual Number of forms sent out to be filled out 63 52 83 80 Number of forms returned in compliance 63 49 Number of City Employees/Elected 0 3 Officials in non-compliance.

Performance Objective: Publish all ordinances and resolutions requiring publication by city code, city charter and state statute Performance Indicator: City Departments would contact City Clerk questioning the non publication and possilby liability to the City **MEASURES:** 2007 Projected 2004 Actual 2005 Actual 2006 Estimated Number of documents passed by Council 126* 79* 135 135 needing publication Percentage of doucments published 100 100 *does not include resolutions

Performance Objective: Prepare and submit election resolutions for setting of polling locations and canvassing of election results

Performance Indicator: Failure to meet deadlines will result in the city being in violation of city charter and state statutes. This could affect the official results of an election.

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Resolutions submitted for passage within	100%	100%	100%	100%
appropriate timelines.				

Performance Objective: Submit all ordinances to the Municipal Code Corporation for the codification into the existing Charter, Legislative and Administrative Codes

Performance Indicator:

MEASURES:	2004 Actual	2005 Actual	2006 Estimated	2007 Projected
Ordinances requiring codification	120	70	80	90
Percentage codified	100%	100%		

City Clerk

Department/Office Director: SHARI A MOORE

	2004 2nd Prior Exp. & Enc.	2005 Last Year Exp. & Enc.	2006 Adopted	2007 Mayor's Proposed	2007 Council Adopted	Change from	from
						Mayor's Proposed	2006 Adopted
Spending By Unit							
001 GENERAL FUND	1,039,179	695,278	639,130	302,402	302,402		-336,728
Total Spending by Unit	1,039,179	695,278	639,130_	302,402	302,402	0	336,728
Spending By Major Object							
SALARIES	378,671	322,680	354,308	108,097	108,097		-246,211
SERVICES	455,647	196,745	154,098	146,284	146,284		-7,814
MATERIALS AND SUPPLIES	36,664	13,871	11,405	6,589	6,589		-4,816
EMPLOYER FRINGE BENEFITS	126,350	114,442	114,411	39,508	39,508		-74,903
MISC TRANSFER CONTINGENCY ETC	35,477	47,541	700	700	700		
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT			2,984				-2,984
EQUIPMENT LAND AND BUILDINGS	6,371		1,224	1,224	1,224		
Total Spending by Object	1,039,179	695,278	639,130	302,402	302,402		-336,728
Percent Change from Previous Year		-33.1%	-8.1%	-52.7%	0.0%	0.0%	-52.7%
Financing By Major Object GENERAL FUND SPECIAL FUND TAXES	1,039,179	695,278	639,130	302,402	302,402		-336,728
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES							
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE							
TRANSFERS							
FUND BALANCES							
Total Financing by Object	<u>1,039,179</u> _	695,278	639,130	302,402	302,402	0	336,728
Percent Change from Previous Year		-33.1%	-8.1%	-52.7%	0.0%	0.0%	-52.7%

2007 Budget Plan

2007 Priorities

- Continue to bring up to date the publishing and indexing of Council Proceedings books from 2001 to the present.
- Continue to digitally image past council proceedings to make better use of the imaging system and to expediate requests for these documents.
- Continue to research best practices for the functions of the City Clerk's Office to best preserve the City's historical data.
- Work with City Departments to ensure that all data practices requests are responded to within a timely and accurate manner, ensuring that our policies are updated and in compliance with state law.

2007 Budget Explanation

Base Adjustments

The 2006 adopted budget was adjusted to set the budget base for 2007. The base includes the anticipated growth in salaries and fringes for 2007 for employees related to the bargaining process. It also includes 2% inflation growth on goods and services. A spending restraint of \$1,661 was applied to the budget to help control general fund spending.

Mayor's Recommendation

The City Clerk (formerly Citizen Services) proposed budget for 2007 is \$302,402. The budget is 52.7% less than the 2006 Citizen Services budget, which is primarily related to shifting of the Information and Complaint and Marketing functions to NHPI and the Office of Technology and Communications, respectively. The City Clerk portion of the budget is \$2,670 less than in 2006. The reductions are absorbed through filling a vacant clerk-typist position at a lower salary level. The proposed budget reflects the changes indicated above, as well as a reduction in spending for bottled water and cell phone expenses.

Council Actions

The City Council adopted the City Clerk budget and recommendations as proposed by the Mayor.